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██████████
 Deputy Adjutant General
 National Security Agency
 3801 Nebraska Avenue, N. W.
 Washington 25, D. C.

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Dear ██████████

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██████████ an employee of the National Security Agency, recently completed the Basic Intelligence Course conducted by the Office of Training. I am pleased to inform you that ██████████'s record in the course was an excellent one. He applied himself seriously and followed the subject matter of the course with close attention. ██████████ performance was particularly noteworthy in exercises dealing with the analysis and written presentation of intelligence material. The instructional staff found him at all times a cooperative student and one who was receptive to suggestions.

I hope that ██████████ received benefits from the course which will make him a more valuable member of your agency and of the intelligence community in general.

Sincerely yours,

JS WBS
 for MATTHEW BAIRD
 Director of Training

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